



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

CNETINST 5450.68
N-831

30 AUG 1994

CNET INSTRUCTION 5450.68

Subj: MISSION AND FUNCTIONS OF SCHOOL OF MUSIC, NORFOLK, VA

Ref: (a) OPNAVNOTE 5450 Ser 09B33/12989 of 10 Jul 75 (Canc frp:
Dec 75)
(b) CNETINST 5450.4D

Encl: (1) Functions of School of Music

1. Purpose. To publish functions of School of Music under the mission established by reference (a).

2. Cancellation. CNTECHTRAINST 5450.69C and CNTECHTRAINST 5450.134.

3. Mission. To provide training for selected enlisted personnel of the Armed Forces in order to prepare them for early usefulness in the field of music.

4. Status and Command Relationships. School of Music is a shore activity in an active, fully operational status.

a. Echelon

- (1) Chief of Naval Operations
- (2) Chief of Naval Education and Training (CNET)
- (3) School of Music

b. Area Coordination

(1) Area Coordinator - Commander in Chief, U.S. Atlantic Fleet

(2) Regional Area Coordinator - Commander, Naval Base, Norfolk

5. Overseas Diplomacy. School of Music serves as an effective instrument of the U.S. foreign policy by initiating and conducting action programs which promote positive relations between the command and foreign nationals, and which assist individual naval personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and of the United States while overseas.

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6. Action. In accomplishing the assigned mission, School of Music will ensure performance of the functions in enclosure (1) and advise CNET of any recommended modification to the mission or functions of School of Music.



P. E. TOBIN
Vice CNET

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FUNCTIONS OF SCHOOL OF MUSIC

1. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of the School of Music and issue such detailed internal instructions, regulations, orders, and notices as are required for the efficient organization and administration of the command.
2. Ensure that training courses developed or revised by the command are in consonance with the instructional systems development procedures established by higher authority; ensure that the training of all personnel enrolled in courses established by CNET at this command is conducted in accordance with directives and procedures established by higher authority.
3. Ensure successful and uniform accomplishment of training in accordance with prescribed course material and require high standards of qualification for instructors and students. In furtherance of these objectives, carry out on a continuing basis an evaluation of instruction and the complete learning environment.
4. Make recommendations to CNET regarding the design and development of new course curricula and any necessary changes to established curricula.
5. In support of Navy policy emphasizing the importance of military and motivational training and in recognition of the effect such training has on retention, upgrading professionalism, and improving the perception of the Armed Forces, ensure that the military and motivational aspects of training are given strong emphasis equal to the emphasis afforded the technical areas.
6. Exercise effective control over the financial operations within the command through sound accounting principles and progressive modernization of programming, budgeting, accounting, and statistical reporting and auditing practices under the Resource Management System of the Department of the Navy.
7. Exercise control over numerous management programs and functional areas inherent of a naval shore activity which should include but not limited to, retention, 3-M, occupational safety and health, traffic and recreational safety, internal review, equal employment opportunity, command managed equal opportunity, and other similar management programs.
8. Serve as operational commander for Navy Band Fleet Support Unit and administer in accordance with memorandum of

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understanding between School of Music and Director, Navy Band Fleet Support Unit.

9. Originate and maintain inter/intraservice support agreements to ensure that training and other support requirements are met and make timely recommendations for needed modifications of such agreements in accordance with established procedures.

10. Contingent on the availability of adequate staff/resources and provided no additional expense is incurred by the School of Music, provide, to the extent possible, musical training for Army Reserve and Army National Guard personnel.

11. In the interest of improving the quality of musical education and performance by musical units of the Armed Forces, sponsor service birthday concerts, the All Eastern Band and Instrumental Clinic, and other appropriate clinics that will provide for the exposition of modern educational and performance techniques and methods for the purpose of utilizing those which would be adaptable for training in the School of Music.

12. Ensure continuing professional development of staff and faculty personnel through their attendance at music clinics, seminars, or other musically related educational and training programs.

13. Serve as audition site for civilian and in-service applicants for the Army, Navy, and Marine Corps Music Programs in accordance with guidance provided by Department of the Army, Bureau of Naval Personnel, and Headquarters, Marine Corps and the respective Recruiting Commands.

14. As a means of enhancing training, provide bands and buglers for official military events and for public service events in the civilian domain without interfering with training programs.

15. Provide management consultant and advisory services for tenant and supported activities, i.e., Navy Band Fleet Support Unit, and U.S. Army and U.S. Marine Corps elements in matters relating to instrument distribution and repair and training of personnel.

16. Administer and provide support to detachments attached to your command and conduct periodic inspections to ensure compliance with applicable instructions with a reporting of discrepancies to next higher appropriate authority. Issue mission and functions directives for detachments in accordance with reference (b).

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17. Keep CNET advised regarding the general progress and results of training being conducted in the command.

18. Perform such other functions as may be directed by CNET.